

SOLID WASTE INSPECTOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of technical and field inspection work involved in the enforcement of the City's solid waste ordinance. Examples include investigation and resolution of complaints relating to recycling, refuse collection, illegal dumping, abatement, community outreach, and other activities required to maintain Code compliance and acceptable levels of service.

Supervision Received and Exercised:

Receives direction from a Solid Waste Supervisor or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Serve as an in-house expert on the Solid Waste Ordinance, ensuring a solid proficiency on the requirements of the Code.
- Conduct field inspections of solid waste containers in service for contamination & proper recycling practices; alleys, streets, residential properties, and commercial establishments, to ensure the proper collection and disposal of refuse, recyclables, non-acceptable items, and resolve other unsafe or unhealthy conditions.
- Respond to and resolve in person, telephonically, and in writing citizen inquiries and complaints concerning violations of City codes and ordinances; document all complaints, inspections, and relevant issues.
- Issue notices of compliance for violations of City solid waste codes; follow up to ensure compliance with notices of violations, and implement cost recovery

CITY OF TEMPE

Solid Waste Inspector (continued)

efforts utilizing the City's Customer Service billing system to recover abatement costs.

- Partner with the Police Department, Neighborhood Enforcement, Neighborhood Services, Household Products Collection Center, and other City departments to address and resolve community and neighborhood issues relating to solid waste services so as to improve the community's quality of life.
- Participate in "meet and greet" events to personally speak to residents of neighborhoods to inform them of planned neighborhood activities, such as abatement in alleys, and to educate them regarding proper solid waste practices.
- Participate in the development and implementation of educational materials and programs relating to solid waste and recycling programs used in community outreach.
- Participate in neighborhood enhancement initiatives by providing educational presentations at schools, neighborhood meetings, and special events.
- Represent Solid Waste Section at State, local, and community events and meetings
- Meet with business and property owners and residents to ensure safe and proper disposal of refuse and waste materials; regulate commercial and residential waste disposal to ensure proper and safe disposal of waste and toxic chemicals.
- Participate in the site plan review process to ensure that development of real
 estate properties are compliant with Code requirements relating to solid waste
 disposal and collection. Make recommendations to the Development Services
 Department for modifications to site plans for inclusion of solid waste
 requirements pursuant to local, State, and Federal regulatory requirements.
- Responsible for a designated sector of the Tempe community for inspection of and response to solid waste issues.
- Coordinate with the Environmental Services Program to develop employee hazardous communication training and labeling program, and develop procedures for properly handling and removal of hazardous materials found in the public right-of-way.
- Conduct research and provide input for improvement of the Solid Waste Ordinance, solid waste programs, and enforcement of local, State, and Federal rules governing the collection, processing, and disposal of solid waste.

CITY OF TEMPE
Solid Waste Inspector (continued)

 Assist in creating standard operating procedures; develop notices for proper disposal methods; implement new programs, procedures, and systems.

 Maintain Job Hazard Assessment files on all applicable activities used in the division.

 Conduct property research to acquire legal descriptions, assess agreements, and identify property owners; research proposed abandonment requests of existing right-of-ways.

Update City address' corrections, changes, maps and related information.

 Prepare special reports and conduct surveys regarding proper disposal and or refuse collection; analyze and study refuse collection operations and prepare reports; prepare administrative reports regarding impact and cost analysis of various projects; create and maintain various computer databases and programs.

Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training, or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of field experience in solid waste collection or disposal and increasingly responsible administrative or technical experience involving public contact work and City ordinance application or enforcement experience.

Training:

Equivalent to a high school diploma or G.E.D. and the ability to read and write at a level necessary for successful job performance.

Licenses/Certifications:

Requires the possession of a valid Arizona operator's driver's license at time of application.

Effective November 1988
Reviewed August 1995
Revised October 2006 (Updated job duties, experience requirements and job title)
Revised August 2008 (duties)
Revised Sept 2008 (training)

CITY OF TEMPE Solid Waste Inspector (continued)

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 7050

FLSA: Non-Exempt